

AHRC-MSL-P

MEMORANDUM FOR EACH OFFICER IN AND ABOVE THE ZONE OF
CONSIDERATION

SUBJECT: Consideration for 1LT/CW2 Selection Board

1. A Department of the Army Reserve Components Selection Board will convene 22 June through 23 June 2004. It will consider 2LTs with a Date of Rank of 1 July 2003 and earlier for promotion to the grade of 1LT and WO1's with a date of rank of 30 June 2003 and earlier for promotion to the grade of CW2.

2. Army Regulation 135-155 paragraph 2-8, 2-9 and tables 2-2 and 2-3 list the military and civilian education requirements for the promotion. Evidence that you completed the required military education must be in your Board Consideration File (BCF). **For this board the military education requirement is completion of the Officer Basic Course (OBC) or Warrant Officer Basic Course (WOBC) or a higher level course.** Also, provide copies of diplomas/transcripts, which indicate you have received a **bachelor's degree or higher degree.**

3. This board will be an electronic board. **Approximately 45 days** before the convene date of the board you will be able to review your BCF on-line through the U.S. Army Human Resources Command (HRC) website. Go to <https://www.hrc.army.mil/indexflash.asp> click on "HRC-St. Louis," click on "Log into My Record." Once logged on click "My Board File" to the left of the screen. Follow the instructions on the page to review your board file. If you do not have an Army Knowledge on-Line (AKO) account go to https://www.us.army.mil/portal/portal_home.jhtml and request one. It is a requirement that all U.S. Army personnel have an AKO account. Prior to the BCF being put on-line you can review your **Official Military Personnel File (OMPF)** through the HRC-STL website. Your BCF will be created using the OMPF, plus whatever documents arrive from the field. Documents sent from you and the field that are administratively correct and permissible will be scanned and should appear in your on-line BCF no later than one week prior to convene date of board.

4. Documents must arrive at this office **Not Later Than (NLT) 11 June 2004** in order for forwarded documents to be scanned and provided to the board in a timely manner. You may mail documents to the following address or **fax them to 314 592-1206.**

**Chief, Office of Promotions
2004 (1LT/CW2 Board)
ATTN: AHRC-MSL-P
1 Reserve Way
St. Louis, MO 63132-5200**

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Include your **name** and **social security number** on all correspondence.

5. Once again, **approximately 45 days** before the convene date of the board your BCF will be available to view on-line. The on-line file will be the same file the promotion board will review. Check your on-line BCF to confirm that mailed documents have arrived.

GERALD T. MAYER
LTC, GS
Chief, Office of Promotions
Reserve Components